

REPORT BY THE
AUDITOR GENERAL
OF CALIFORNIA

**ANALYSIS OF FORMER CHAIRMAN OF
THE BOARD OF PRISON TERMS' TRAVEL**

REPORT BY THE
OFFICE OF THE AUDITOR GENERAL

P-468

ANALYSIS OF FORMER CHAIRMAN OF
THE BOARD OF PRISON TERMS' TRAVEL

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Honorable Art Agnos, Chairman
Members, Joint Legislative
Audit Committee
State Capitol, Room 3151
Sacramento, California 95814

Dear Mr. Chairman and Members:

The Office of the Auditor General presents its report concerning the travel of Mr. Rudolph A. Castro while he was Chairman of the Board of Prison Terms. The report provides information on Mr. Castro's travel during the period from April 1, 1983, through April 25, 1984. We concluded that during these 56 weeks, Mr. Castro scheduled 33 trips that allowed him to stay over the weekend or overnight in Yorba Linda where he maintains a residence for his family. Further, Mr. Castro incurred \$2,407.95 in travel costs that violated provisions of the California Administrative Code or the State Administrative Manual. Because Mr. Castro has either reimbursed the State or had his travel claims reduced by \$2,615.25, the Youth and Adult Correctional Agency should refund \$207.30 to Mr. Castro.

Respectfully submitted,

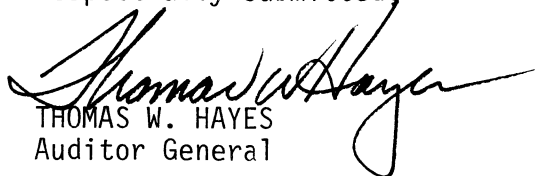

THOMAS W. HAYES
Auditor General

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ANALYSIS

ANALYSIS OF CHAIRMAN OF THE BOARD OF PRISON TERMS' TRAVEL

The Legislature requested that we audit travel claims of Mr. Rudolph A. Castro, a former Chairman of the Board of Prison Terms. We were asked specifically to review the chairman's use of public funds to pay for travel to his home in Yorba Linda from his headquarters in Sacramento and his justification for travel and per diem expenses. Our review was limited to Mr. Castro's travel while he was Chairman of the Board of Prison Terms, from April 1, 1983, through April 25, 1984, when he resigned from the board's chairmanship. During the 56 weeks that Mr. Castro served as Chairman of the Board of Prison Terms, he made 42 trips away from his headquarters in Sacramento. The scheduling of 33 of these trips allowed Mr. Castro to remain over the weekend or overnight in Yorba Linda where he maintains his family residence.

When traveling on state business, an employee may incur expenses that are billed directly to the State, and the employee may file travel claims for reimbursement of expenses that the employee paid. However, employees can be required to reimburse the State for expenses that do not comply with state regulations, and their travel claims that include such expenses can be reduced. During October 1983, November 1983, January 1984, April 1984, and May 1984, the Board of Prison Terms (board) deducted amounts from Mr. Castro's travel claims, and in May 1984, the Youth and Correctional Agency (agency) completed

an audit of Mr. Castro's travel claims. The board and the agency disallowed either a portion or all of the expenses for 15 trips that they determined were taken for personal business. The disallowed costs totaled \$2,615.25. For these 15 trips, Mr. Castro has either reimbursed the State or had deducted from his travel claims expenses totaling \$2,615.25.

We found an additional \$111.25 in inappropriate expenses that the agency auditor overlooked for the 15 trips; claims for these expenses should also be disallowed. In addition, we found expenses relating to 8 other trips that violated provisions of Section 599.615 of Title 2 of the California Administrative Code and costs relating to 4 trips that violated Section 700 of the State Administrative Manual. The expenses that should be disallowed for these trips total \$333.95. However, we also found that the agency inappropriately reduced Mr. Castro's travel claims by \$652.50 for expenses relating to 8 trips. The inappropriate expenses identified by the board and the agency should have been, therefore, \$1,962.75. Adding to this figure the additional \$445.20 in inappropriate expenses that we identified, we conclude that Mr. Castro incurred or claimed \$2,407.95 in travel expenses that violated provisions of the California Administrative Code or the State Administrative Manual. Mr. Castro has overreimbursed the State \$207.30.

Background

Mr. Rudolph A. Castro assumed the position as Chairman of the Board of Prison Terms on April 1, 1983. As chairman, Mr. Castro was the administrative head of the board and was responsible for ensuring that the board successfully discharged its duties. The board is composed of nine members who are appointed by the Governor and confirmed by the Senate for four-year terms. Board members, including the chairman, consider whether prisoners will be released on parole, and they establish the length and conditions of parole for all persons sentenced to the State's prisons. The board may also suspend or revoke the parole of any parolee who has violated conditions of parole.

The board maintains its headquarters in Sacramento. The agency required Mr. Castro, as chairman of the board, to maintain his headquarters in Sacramento. He was also entitled to claim travel expenses when he traveled on state business more than 25 miles from Sacramento. Mr. Castro resigned his position as chairman on April 25, 1984, but has continued serving as a member of the board.

Scope and Methodology

We analyzed each trip or expense that Mr. Castro claimed or incurred from April 1, 1983, through April 25, 1984. We determined whether the trip or expense conformed with regulations contained in the California Administrative Code, the State Administrative Manual, and

the Board of Prison Terms' travel policies. We further asked Mr. Castro to provide supplementary explanations for specific travel expenses that he claimed or incurred. (Attachments A and B provide detailed information about Mr. Castro's travel as Chairman of the Board of Prison Terms.)

As a member of the board, Mr. Castro was classified as a statutory employee. According to Section 18000 of the California Government Code, a statutory employee is not required to work specific days or hours. Accordingly, Mr. Castro was entitled to determine his own work schedule and number of days off. Consequently, we limited our review of Mr. Castro's use of state time to comparing his travel itinerary with his travel claims. This comparison enabled us to determine if he claimed per diem or other expenses for days when he was not traveling on state business.

Frequency of Travel

From April 1, 1983, through April 25, 1984, Mr. Castro traveled extensively in performing his duties as a member and Chairman of the Board of Prison Terms. During this time, he made 42 trips away from Sacramento. (We define a "trip" as travel that originates and terminates in Sacramento and that may include travel to other locations between the departure from and return to Sacramento.) Thirty-three (79 percent) of the 42 trips involved weekend or overnight travel to

the Yorba Linda-Los Angeles area, where Mr. Castro maintained his residence for his family throughout the 56 weeks he served as chairman of the board.

Relocation Expenses

Although Mr. Castro never relocated his residence to Sacramento, state regulations allowed him to claim "relocation expenses" relating to his change of headquarters from Yorba Linda to Sacramento. Title 2, Section 599.722 of the California Administrative Code allows transferred employees up to 60 days of relocation expenses for lodging, meals, and incidentals until a new permanent residence is established. The amount of this reimbursement is the same as the regular per diem rate paid for state travel expenses. We determined that Mr. Castro incurred 16 days of relocation expenses while he worked in Sacramento following his transfer to Sacramento from Yorba Linda on April 1, 1983.

Violation of Travel Regulations

In October 1983, November 1983, January 1984, April 1984, and May 1984, the board deducted from Mr. Castro's travel claims amounts for personal expenses; in May 1984, the Youth and Adult Correctional Agency completed an audit of Mr. Castro's travel claims. The board and the agency disallowed \$2,615.25 in expenses for 15 trips that Mr. Castro conducted for personal business. Claiming expenses for

personal business is a violation of Section 599.615 of Title 2 of the California Administrative Code. (Attachment B summarizes the travel expenses that the board and the agency disallowed.) We found additional claims for inappropriate expenses that the agency's audit did not identify for the 15 trips. We also found claims for inappropriate expenses that Mr. Castro incurred on other trips. In the following sections, we identify these additional inappropriate expenses.

Inappropriate Expenses Not
Identified by Agency Audit

During our audit of Mr. Castro's travel claims, we found an additional \$111.25 in inappropriate expenses that the agency overlooked. These expenses were incurred in 4 of the 15 trips that the agency identified as personal trips. These expenses are summarized below.

1. Mr. Castro filed a travel claim for \$179.50 for mileage, parking, and airfare for travel to Yorba Linda from Friday, April 8, 1983, to Tuesday, April 12, 1983, to attend a dinner meeting held by the Mexican American Correctional Association. The agency determined that this travel was related to personal business and disallowed Mr. Castro's charges. Mr. Castro reimbursed the State \$174.75 after the agency audit. However, the agency overlooked a mileage charge of \$4.75 for which Mr. Castro has not reimbursed the State.

2. Mr. Castro filed a travel claim for \$187.50 for mileage, parking, and airfare for travel to Yorba Linda from Friday, May 20, 1983, to Monday, May 23, 1983. Mr. Castro could not provide an explanation for this weekend travel. Mr. Castro reimbursed the State \$162.75 after the agency audit. However, the agency overlooked a total of \$28.75 for parking and mileage; this amount remains unreimbursed.

3. Mr. Castro filed a travel claim for \$299.50 for per diem, mileage, airfare, and other business expenses for travel to Yorba Linda and San Diego from Friday, June 24, 1983, to Monday, June 27, 1983, to attend a banquet honoring the Governor's appointees. The agency determined that this travel was related to personal business and disallowed \$249.50, which Mr. Castro reimbursed to the State. A balance of \$50.00 for per diem, mileage, and parking was overlooked by the agency and remains unreimbursed.

4. Mr. Castro filed a travel claim for \$224.50 for per diem, mileage, airfare, and parking expenses for travel to Ontario from Thursday, June 30, 1983, to Tuesday, July 5, 1983, to attend a banquet given by the Mexican American Correctional Association. The agency determined that this travel was for personal business, and Mr. Castro reimbursed the State \$196.75. A balance of \$27.75 for mileage and a parking fee was overlooked by the agency and remains unreimbursed.

Other Claims for
Inappropriate Expenses

We found eight other instances in which Mr. Castro's claims for travel expenses violated the travel regulations contained in Section 599.615 of Title 2 of the California Administrative Code and four instances in which claims violated Section 700 of the State Administrative Manual. For example, Mr. Castro claimed per diem expenses when it was not necessary for him to travel on state business, and in one instance, he used a plane ticket on a date that does not agree with his travel itinerary. Mr. Castro could not verify that he used this ticket for state business. In addition, he charged the State for parking his car when he was not traveling on state business and improperly charged the State for parking a state car at an airport while he was out of Sacramento. The total cost to the State for these violations was \$333.95. The violations are summarized below.

1. Mr. Castro filed a travel claim for \$12.00 that he paid on April 5, 1983, for parking at John Wayne Airport in Orange County. He left his car at the airport near his home in Yorba Linda while he worked at his headquarters in Sacramento from April 4, 1983, to April 5, 1983. Because Mr. Castro was not traveling on state business during the time his car was parked at the airport, he is not entitled to claim parking expenses. The \$12.00 claimed should be disallowed.

2. Mr. Castro filed a travel claim for \$12.00 that he paid on April 19, 1983, for parking at John Wayne Airport. Mr. Castro parked his car at the airport while he was at his headquarters. Because he was not traveling on state business on April 18, 1983, and April 19, 1983, the \$12.00 claimed should be disallowed.
3. Mr. Castro filed a travel claim for \$12.00 that he paid on April 22, 1983, for parking at John Wayne Airport. Mr. Castro parked his car at the airport while he was at his headquarters. Because he was not traveling on state business on April 21, 1983, and April 22, 1983, the \$12.00 claimed should be disallowed.
4. Mr. Castro filed a travel claim for \$12.00 that he paid on May 3, 1983, for parking at John Wayne Airport. Mr. Castro parked his car at the airport while he was at his headquarters. Because he was not traveling on state business on May 2, 1983, and May 3, 1983, the \$12.00 claimed should be disallowed.
5. Agency records state that Mr. Castro used airplane ticket #131-940, costing \$79.00, on May 10, 1983. However, Mr. Castro states that on this date he drove from Yorba Linda to San Luis Obispo for parole hearings. Mr. Castro states that he had used airplane ticket #131-940 on April 5, 1983. However, airline records show that Mr. Castro used a different ticket (#131-953) on April 5, 1983, for a flight from Sacramento to Santa Ana. Accordingly, we cannot state that Mr. Castro used

ticket #131-940 in compliance with the California Administrative Code. Consequently, Mr. Castro should reimburse the State \$79.00.

6. Mr. Castro filed a travel claim for \$14.00 that he paid on May 17, 1983, for parking at Sacramento Metropolitan Airport. He left a state car at the airport for approximately five days while he traveled out of town. According to Section 700 of the State Administrative Manual, state cars should not be parked overnight at an airport. The cost to the State for the use of the state car was \$5.10 per day for five days. The amount inappropriately incurred for parking and use of a state car totals \$39.50. The \$14.00 parking claim should be disallowed, and Mr. Castro should reimburse the State \$25.50 for inappropriate use of a state car.
7. Mr. Castro filed a travel claim for \$46.25 for per diem expenses for working in Los Angeles on Friday, June 17, 1983. Mr. Castro used the Los Angeles office for preparing correspondence and for telephone calls. We determined that Mr. Castro could have returned to his headquarters and performed the same duties in Sacramento. Because Mr. Castro stayed in Los Angeles primarily for his convenience, he is not entitled to per diem for state travel. The \$46.25 claimed should be disallowed.
8. Mr. Castro filed a travel claim for \$17.50 that he paid on July 5, 1983, for parking at Sacramento Metropolitan Airport. He left a state car at the airport for approximately five days while he

traveled out of town. According to Section 700 of the State Administrative Manual, state cars should not be parked overnight at an airport. The cost to the State for the use of the state car was \$6.00 per day for five days. The amount inappropriately incurred for parking and use of a state car totals \$47.50. The \$17.50 claim should be disallowed, and Mr. Castro should reimburse the State \$30.00 for inappropriate use of a state car.

9. Mr. Castro filed a travel claim for \$20.00 that he paid on July 29, 1983, for parking at John Wayne Airport. Mr. Castro parked his car at John Wayne Airport on July 25, 1983, when he flew to his Sacramento headquarters. Mr. Castro left his car parked at the airport while he was at his headquarters. He then traveled to Tracy for parole hearings on July 25 and 26. Mr. Castro returned to his Sacramento headquarters for three days before flying to John Wayne Airport to pick up his car on July 29. Because Mr. Castro parked his car while he was at his headquarters and because he was not traveling on state business for three of the five days from July 25 to July 29, \$12.00 of the \$20.00 claimed for parking should be disallowed.

10. Mr. Castro filed a travel claim for \$7.00 that he paid on December 7, 1983, for parking at Sacramento Metropolitan Airport. He left a state car at the airport overnight while he traveled to Los Angeles. The cost to the State for use of the state car was \$6.00. The amount inappropriately incurred for parking and use of

a state car totals \$13.00. The \$7.00 claim should be disallowed, and Mr. Castro should reimburse the State \$6.00 for inappropriate use of a state car.

11. Mr. Castro filed a travel claim for a total of \$78.00 for per diem for February 1, 1984, and February 2, 1984. Mr. Castro's travel commenced at 4:00 p.m., on January 31, 1984, when he flew to Los Angeles for a meeting that was to start early on the morning of February 1. Because Mr. Castro's state business in Los Angeles was completed at approximately 3:30 p.m. on February 1, he could have returned to his headquarters on that day. Accordingly, the \$39.00 for per diem that he claimed for the following day, February 2, 1984, should be disallowed.

12. Mr. Castro filed a travel claim for \$3.50 that he paid on April 4, 1984, for parking at Sacramento Metropolitan Airport. He left a state car at the airport overnight while he traveled to Los Angeles. The cost to the State for use of the state car was \$6.20. The amount inappropriately incurred for parking and use of a state car totals \$9.70. The \$3.50 claim should be disallowed, and Mr. Castro should reimburse the State \$6.20 for inappropriate use of a state car.

Errors in Agency
Audits and Adjustments

Following the audit by the Youth and Adult Correctional Agency, Mr. Castro reimbursed the State or had his travel claims reduced by a total of \$2,615.25 for 15 trips. However, we determined that the agency inappropriately disallowed claims totaling \$652.50 in relation to these trips. The claims inappropriately disallowed are summarized below.

1. Mr. Castro reimbursed the State \$85.25 for per diem expenses for a weekend trip lasting from April 8, 1983, through April 12, 1983. However, the per diem charges were actually related to relocation costs to which Mr. Castro was entitled for April 7, 1983, and April 8, 1983. Thus, Mr. Castro overreimbursed the State \$85.25.
2. Mr. Castro reimbursed the State \$85.25 for per diem expenses for a weekend trip to Yorba Linda lasting from April 15, 1983, through April 18, 1983. However, the per diem charges were actually related to relocation costs to which Mr. Castro was entitled for April 14, 1983, and April 15, 1983. Mr. Castro also reimbursed the State \$158.00 for airfare related to this weekend trip. The actual cost of airfare was \$150.00. Thus, Mr. Castro overreimbursed the State \$93.25 for this trip.

3. Mr. Castro reimbursed the State \$89.25 for per diem expenses for a weekend trip to Yorba Linda lasting from April 29, 1983, through May 2, 1983. The per diem charges were actually related to relocation costs to which Mr. Castro was entitled for April 28, 1983, April 29, 1983, and May 2, 1983. Mr. Castro also reimbursed the State \$158.00 for airfare related to this weekend trip. The actual cost of the airfare was \$150.00. Thus, Mr. Castro overreimbursed the State \$97.25 for this trip.

4. Mr. Castro reimbursed the State \$158.00 for airfare relating to a weekend trip to Yorba Linda taken from May 20, 1983, through May 23, 1983. The actual cost of airfare was \$154.00. Mr. Castro overreimbursed the State \$4.00.

5. Mr. Castro reimbursed the State \$56.75 for travel and car mileage charges for a trip to the Los Angeles area on July 8, 1983. The agency concluded that Mr. Castro's expenses incurred for travel to Los Angeles on July 8, 1983, were for personal business and disallowed them. Mr. Castro flew from Sacramento to Los Angeles on July 8. On July 12, he drove from Los Angeles to San Luis Obispo for a week of parole hearings. On July 15, Mr. Castro returned from San Luis Obispo by car to the Los Angeles area where he remained for a week conducting parole hearings at Chino. He then returned to Sacramento on July 25. Mr. Castro remained on continuous travel status from July 8, 1983, through

July 25, 1983. Because he conducted state business at Chino, he was entitled to the travel costs to Los Angeles. Thus, Mr. Castro overreimbursed the State \$56.75.

6. Mr. Castro reimbursed the State \$69.00 for airfare from the Los Angeles area to Sacramento on August 15, 1983. Mr. Castro flew from Sacramento to Los Angeles on July 29, 1983, to be interviewed by a television station. He then continued on to Chicago to attend a conference from August 7 through August 12. Mr. Castro returned to the Los Angeles area from Chicago and then flew to Sacramento on August 15. The agency disallowed costs relating to the return flight from Los Angeles to Sacramento because agency auditors concluded that Mr. Castro had not taken the most direct route from Chicago to Sacramento. However, Mr. Castro had remained on continuous travel status from July 29, 1983, when he had flown to Los Angeles for the television interview, through his return to Sacramento on August 15, 1983. Because Mr. Castro was in Los Angeles on state business on July 29, 1983, he was entitled to the return flight to Sacramento from the Los Angeles area. Thus, Mr. Castro overreimbursed the State \$69.00.

7. Mr. Castro reimbursed the State \$158.00 for airfare to a Mexican American organization banquet on September 10, 1983. Actually Mr. Castro had attended this banquet on September 16 and had also reimbursed the State \$158.00 for the September 16 airfare. Thus,

Mr. Castro reimbursed the State twice for the same airfare. The total amount overreimbursed was \$158.00.

8. Mr. Castro reimbursed the State \$89.00 for airfare from the Los Angeles area to Sacramento on December 5, 1983. Previously, Mr. Castro had flown to Los Angeles to meet with staff of the Attorney General on November 23, 1983, and then had driven to San Luis Obispo on December 2 for a week of parole hearings. Mr. Castro returned to the Los Angeles area from San Luis Obispo before flying to Sacramento on December 5. The board disallowed costs relating to the return flight to Sacramento because a board administrator concluded that Mr. Castro had not taken the most direct route from San Luis Obispo to Sacramento. However, Mr. Castro had remained on continuous travel status from November 23, 1983, when he had flown to Los Angeles for the meeting with staff of the Attorney General, through his return to Sacramento on December 5, 1983. Mr. Castro was entitled to the return flight from the Los Angeles area because he was on state business in Los Angeles on November 23, 1983. He thus overreimbursed the State \$89.00.

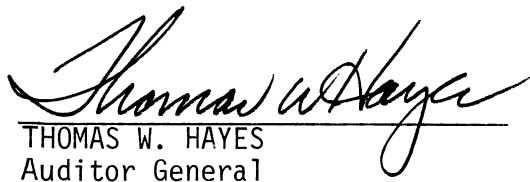
CONCLUSION

Mr. Castro traveled 42 times during the 56 weeks he served as Chairman of the Board of Prison Terms. The scheduling of 33 of these trips allowed Mr. Castro to stay over the weekend or

overnight in Yorba Linda where he maintains a residence for his family. We concluded that Mr. Castro incurred \$2,407.95 in travel costs that violated provisions of the California Administrative Code or the State Administrative Manual. Mr. Castro has either reimbursed the State or had his travel claims reduced by a total of \$2,615.25 for these trips. Thus, the Youth and Adult Correctional Agency should refund \$207.30 to Mr. Castro. All other travel conducted by Mr. Castro appears to comply with the California Administrative Code, the State Administrative Manual, and the Board of Prison Terms' travel policies.

We conducted this review under the authority vested in the Auditor General by Section 10500 et seq. of the California Government Code and according to generally accepted governmental auditing standards. We limited our review to those areas specified in the audit scope section of this report.

Respectfully submitted,


THOMAS W. HAYES
Auditor General

Date: November 26, 1984

Staff: Thomas A. Britting, Audit Manager
Geraldine C. Parks, CPA

RUDOLPH A. CASTRO
SCHEDULE OF TRAVEL EXPENSES AND PURPOSE
BOARD OF PRISON TERMS
APRIL 1, 1983 THROUGH APRIL 25, 1984

Travel Voucher Date	Location of Travel	Departure		Return		Per Diem Claimed		Car Use Dates/ Miles/Amount	Airfare Date/ Ticket #/ Amount	Parking and Other Business Expense	Identified Cost of Trip	Purpose of Trip or Expense*	Violation of State Law or Regulation
		Date/Route*	Day/Time	Date/Route*	Day/Time	Date	Amount						
05/01/83	Sacramento			04/04/83 YL-SAC	MON 0600	04/04/83 04/05/83	\$23.25 \$62.00	(P/C) 04/04-04/05 38 mi. \$9.50	04/04/83 131-939 \$79.00	\$3.15 \$2.75 \$12.00	\$236.33 (Includes parking on 4/5)	4/04: This was the first day Mr. Castro acted as chairman. Airfare necessary to start work in Sacramento. Costs include relocation expenses and state car used at headquarters	No
								(S/C) 04/04-04/07 39 mi. \$44.68				4/05: Parking at John Wayne Airport while at headquarters	Yes
	Los Angeles	04/05/83 SAC-SA	TUES 1900	04/07/83 YL-SA-SAC	THUR 0600	04/06/83	.00	(P/C) 04/06-04/07 111 mi. \$27.75	04/05/83 131-953 \$75.00	\$10.15	\$191.90	4/06: Attend criminal justice group meeting in Los Angeles	No
	Sacramento					04/07/83 04/08/83	\$62.00 \$23.25				\$85.25	4/07-4/08: Relocation expense	No
	Yorba Linda	04/08/83 SAC-YL	FRI 1930	04/12/83 YL-SAC	TUES 0600			(P/C) 04/08/83 19 mi. \$4.75	\$158.00	\$12.00	\$179.50 (\$260.00 reimbursed by Castro)	4/09: Dinner meeting. Mexican American Correctional Association, nonstate business	Yes
	Sacramento					04/12/83 04/13/83 04/14/83 04/15/83	\$62.00 \$62.00 \$62.00 \$23.25	(P/C) 04/12/83 19 mi. \$4.75			\$209.25	4/12-4/15: Relocation expense	No

*Key to abbreviations appears on page A-15.

Travel Voucher Date	Location of Travel	Departure		Return		Per Diem Claimed		Airfare Date/Ticket #/Amount	Parking and Other Business Expense	Identified Cost of Trip	Purpose of Trip or Expense*	Violation of State Law or Regulation
		Date/Route*	Day/Time	Date/Route*	Day/Time	Date	Amount					
	Yorba Linda	04/15/83 SAC-YL	FRI 1930	04/18/83 YL-SAC	MON 0600	04/18/83 04/19/83	.00 \$23.25	04/15/83 131-962 \$75.00	\$23.00	\$193.00 (\$286.25 Reimbursed by Castro)	4/15-4/18: Claimant could not provide explanation for trip to residence in Yorba Linda	Yes
	Sacramento					04/18/83 04/19/83	\$62.00 \$23.25	04/18/83 131-961 \$75.00	\$10.50	\$85.25	4/18-4/19: Relocation expense	No
	Los Angeles/ Yorba Linda	04/19/83 SAC-SA-YL	TUES 1930	04/21/83 YL-SA-SAC	THUR 0600	04/20/83	.00	04/21/83 131-963 \$75.00	\$17.00 \$12.00 \$7.00	\$145.50 (Includes parking on 4/19)	4/19: Parking at John Wayne Airport while at headquarters 4/20: Conference at UCLA, Parents of Murdered Children	Yes
	Sacramento					04/21/83 04/22/83	\$62.00 \$23.25	04/28/83 131-965 \$75.00		\$85.25	4/21-4/22: Relocation expense	No
	Yorba Linda/ Norco/ Los Angeles	04/22/83 SAC-YL	FRI 2000	04/26/83 YL-SAC	THUR 0600	04/25/83 04/26/83 04/27/83	.00 .00 \$12.00	04/22/83 131-964 \$75.00	\$12.00	\$257.50 (Includes parking on 4/22)	4/22: Parking at John Wayne Airport while at headquarters 4/25-4/26: Training Conference at Norco 4/27: Revocation hearing in LA	Yes
	Sacramento					04/28/83 04/29/83	\$62.00 \$23.25	04/28/83 131-965 \$75.00		\$85.25	4/28-4/29: Relocation expense	No
05/01/83 06/01/83	Yorba Linda	04/29/83 SAC-YL	FRI 2000	05/02/83 YL-SAC	MON 0600	04/29/83 05/02/83	.00 \$4.00	04/29/83 131-966 \$75.00	\$12.00 \$8.00	\$179.50 (\$276.75 Reimbursed by Castro)	4/29-5/02: Claimant could not provide explanation for trip to residence in Yorba Linda	Yes
06/01/83	Sacramento					05/02/83	\$4.00	05/02/83 131-967 \$75.00		\$4.00	5/02: Relocation expense	No

*Key to abbreviations appears on page A-15.

Travel Voucher Date	Location of Travel	Departure		Return		Per Diem Claimed		Car Use Dates/ Miles/Amount	Airfare Date/ Ticket #/ Amount	Parking and Other Business Expense	Identified Cost of Trip	Purpose of Trip or Expense*	Violation of State Law or Regulation
		Date/ Route*	Day/ Time	Date/ Route*	Day/ Time	Date	Amount						
06/01/83	Yorba Linda/ Los Angeles	05/03/83 SAC-YL	TUE 1930	05/13/83 SLO-YL	FRI 1700	05/04/83 05/05/83 05/06/83	\$39.00 \$39.00 \$39.00	(P/C) 05/03-05/09 447 mi. \$111.75	05/03/83 131-968 \$75.00	\$12.00 \$16.00	\$928.75 (Includes \$12.00 parking on 5/03, \$79.00 for 5/10 airfare, \$14.00 for parking on 5/17, and \$25.50 for state car use)	5/03: Parking at John Wayne Airport while at headquarters 5/04: Criminal Justice Group meeting in LA 5/05: Parole hearing in LA 5/06: Conference with Attorney General Staff in LA 5/09: Youth Authority Committee in LA 5/10: Flight unexplained 5/10-5/13: Parole hearings--SLO 5/16: Meeting in LA with parole division staff 5/17: Parked state car approximately 5 days at airport	Yes No No No No Yes
	Los Angeles	05/10/83 YL-SLO	TUE 0700	05/17/83 YL-SAC	TUE 0600	05/09/83 05/10/83 05/11/83 05/12/83 05/13/83	\$39.00 \$62.00 \$62.00 \$62.00 \$16.25	(P/C) 05/10-05/13 570 mi. \$142.50 (P/C) 05/16-05/17 99 mi. \$24.75 (S/C) 05/12-05/17 \$25.50	05/10/83 131-940 \$79.00	\$14.00		5/17: Relocation expense	No
	San Luis Obispo	05/20/83 SAC-SF	FRI 0800	05/23/83 YL-SF	MON 0700	05/17/83	\$39.00		05/20/83 131-986 \$75.00	\$1,762.32		5/20: Meeting with Chairman Federal Parole Commission	No
	Yorba Linda	05/20/83 SF-YL	FRI 1930	05/23/83 YL-SF	MON 0700	05/20/83 19 mi. \$4.75 05/23/83 19 mi. \$4.75	\$12.00	(P/C) 05/20/83 19 mi. \$4.75 (P/C) 05/23/83 19 mi. \$4.75	05/20/83 131-986 \$75.00 05/23/83 131-982 \$79.00	\$24.00	(Includes \$187.50 for 5/20 to 5/23 VL trip. \$162.75 reimbursed by Castro)	5/20-5/23: Claimant could not provide explanation for trip to residence in Yorba Linda	Yes
	San Francisco					05/23/83 05/24/83 05/25/83 05/26/83 05/27/83	\$62.00 \$62.00 \$62.00 \$62.00 \$11.25	(R/C) 05/23-05/27 103 mi. \$85.32		\$62.00		5/23-5/27: Parole hearing in San Quentin	No

Sacramento

05/17/83 \$39.00

5/17: Relocation expense

No

(Trip continued on next page.)

*Key to abbreviations appears on page A-15.

Travel Voucher Date	Location of Travel	Departure		Return		Per Diem Claimed		Airfare Date/ Ticket #/ Amount	Parking and Other Business Expense	Identified Cost of Trip	Purpose of Trip or Expense*	Violation of State Law or Regulation
		Date/ Route*	Day/ Time	Date/ Route*	Day/ Time	Date	Amount					
06/01/83	Chino/ Los Angeles/ Pomona	05/27/83 SF-YL	FRI 1700			05/31/83 06/01/83 06/02/83 06/03/83	.00 \$39.00 \$39.00 \$39.00	05/27/83 131-983 \$79.00	\$150.00		5/31: Meeting on hearing rooms at Chino	No
07/01/83	Chino/ Norco/ San Diego					06/06/83 06/07/83 06/08/83 06/09/83 06/10/83	\$39.00 \$39.00 \$39.00 \$39.00 \$7.25	(P/C) 05/27-05/31 59 mi. \$14.75 (P/C) 06/01-06/03 227 mi. \$56.75 (P/C) 06/06-06/10 415 mi. \$103.75			6/01-6/03: Three day conference of National Criminal Justice Institute in Pomona 6/06-6/07: Parole hearing at California Institute for Women 6/08: Speaking engagement in San Diego 6/09-6/10: Parole Hearings in Norco 6/13: Meeting with law enforcement 6/14-6/16: Parole hearings at Soledad	No No No No No
	Los Angeles					06/13/83	\$39.00	(P/C) 06/13/83 80 mi. \$20.00				No
	Soledad	06/14/83 YL-SOL	TUES 1000	06/16/83 SOL-YL	THUR 2300	06/14/83 06/15/83 06/16/83 06/17/83	\$39.00 \$62.00 \$62.00 \$46.25	(P/C) 06/14-06/17 795 mi. \$198.75			6/17: Used LA office for correspondence and telephone calls; no necessity to be on travel status	Yes
	Sacramento			06/19/83 YL-SAC	SUN 1700			(P/C) 06/19/83 19 mi. \$4.75				
07/01/83	San Diego/ Yorba Linda	06/24/83 SAC-YL-SD	FRI 1300	06/27/83 YL-SAC	MON 0600	06/24/83 06/27/83	\$39.00 \$4.00	06/24/83 527-482 \$79.00	\$30.75	\$299.50 (\$249.50 reimbursed by Castro)	6/24: Banquet in San Diego honoring Governor appointees	Yes
						06/27/83		06/27/83 131-988 \$79.00	\$10.50			
07/01/83	Ontario/ Yorba Linda	06/30/83 SAC-YL-ONT	THUR 1300	07/05/83 YL-SAC	TUES 0600	06/30/83 07/05/83	\$18.00	06/30/83 131-984 \$79.00	\$23.00	\$224.50 (\$196.75 reimbursed by Castro)	6/30: Banquet - Mexican American Correctional Association	Yes

*Key to abbreviations appears on page A-15.

Travel Voucher Date	Location of Travel	Departure		Return		Per Diem Claimed		Car Use Dates/ Miles/Amount	Airfare Date/ Ticket #/ Amount	Parking and Other Business Expense	Identified Cost of Trip	Purpose of Trip or Expense*	Violation of State Law or Regulation
		Date/ Route*	Day/ Time	Date/ Route*	Day/ Time	Date	Amount						
08/01/83	Vacaville/ Sacramento	07/05/83 SAC-VAC	TUES (Not stated)	07/06/83 VAC-SAC	WED 1300	07/05/83 07/06/83	\$62.00 \$11.25	(S/C) 07/01-07/05 \$30.00		\$17.50	\$120.75 (includes \$17.50 parking on 7/05 and \$30.00 for state car use)	7/05-07/06: Parole hearings at Vacaville 7/05: Parked state car 5 days at airport	No Yes
	Yorba Linda	07/08/83 SAC-YL	FRI 1430			07/08/83		(P/C) 07/08/83 19 mi. \$4.75	07/08/84 150-002 \$79.00	\$24.00	\$749.50 (\$80.75 reimbursed by Castro)	7/08: Parking charges related to personal travel home to Yorba Linda	Yes
	San Luis Obispo	07/12/83 YL-SLO	TUES 0700	07/15/83 SLO-YL	FRI 1900	07/12/83 07/13/83 07/14/83 07/15/83	\$62.00 \$62.00 \$62.00 \$23.25	(P/C) 07/12-07/15 504 mi. \$126.00				7/12-7/15: Parole hearings in San Luis Obispo	No
	Los Angeles/ Chino			07/25/83 YL-SAC	MON 0600	07/18/83 07/19/83 07/20/83 07/21/83 07/22/83	\$39.00 \$39.00 \$39.00 \$39.00 \$6.75	(P/C) 07/18-07/22 240 mi. \$60.00				7/18: Executive meeting, Board of Prison Terms in LA	No
	Tracy	07/25/83 SAC-TR	MON 0600	07/26/83 TR-SAC	TUES 1800	07/25/83 07/26/83	\$23.25 \$62.00	(P/C) 07/25/83 19 mi. \$4.75			\$85.25	7/25-7/26: Parole hearings in Tracy	No
08/01/83 09/09/83 10/17/83	Yorba Linda/ Los Angeles	07/29/83 SAC-YL-LA-YL	FRI 0830			07/29/83	\$7.20	(P/C) 07/29/83 119 mi. \$29.75	07/29/83 131-985 \$79.00	\$20.00	\$1,060.81 (\$69 airfare reimbursed by Castro)	7/29: Parking at John Wayne Airport while at headquarters	Yes
	Chicago, Illinois	08/07/83 YL-CHGO	SUN 0530	08/12/83 CHGO-YL	FRI 2000	08/07/83 08/08/83 08/09/83	\$103.37 \$103.37 \$99.62	(P/C) 08/07/83 50 mi. \$12.50	08/07-08/12 952-063 \$349.00	\$50.00 \$87.00 \$15.00	(Includes \$832.36 for Chicago trip and \$12.00 for parking 7/27-7/29)	8/7-8/12: Annual Congress of Correction Conference in Chicago	No
				08/15/83 YL-SAC	MON 0600	08/15/83	\$4.00	(P/C) 08/12/83 50 mi. \$12.50	08/15/83 131-989 \$79.00			7/29: Interviewed by television station	No

*Key to abbreviations appears on page A-15.

Travel Voucher Date	Location of Travel	Departure		Return		Per Diem Claimed		Airfare Date/Ticket #/Amount	Parking and Other Business Expense	Identified Cost of Trip	Purpose of Trip or Expense*	Violation of State Law or Regulation
		Date/Route*	Day/Time	Date/Route*	Day/Time	Date	Amount					
10/17/83	Los Angeles/Yorba Linda/Anaheim	08/18/83 SAC-OC-LA-YL	THUR 1700			08/19/83	\$39.00	08/18/83 696-371 \$79.00		\$482.27	8/18: Hispanic Recognition Committee meeting 8/19: Mexican American Women's Nat'l Association Conf., Anaheim	No
	Santa Cruz	08/22/83 YL-SJ-SC	MON 0600	08/26/83 SC-SJ-OC	FRI 1700	08/22/83 08/26/83	\$4.00 \$7.25	08/22/83 150-003 \$79.00 (P/C) 08/22/83 19 mi. \$9.50 (S/C) 08/23/83 554 mi. \$78.02			8/22-8/26: Board of Prison Terms training conference in Santa Cruz	No
	Orange County		FRI 1700	08/29/83 OC-SAC	MON 1915	08/26/83 150-004		08/26/83 150-006 \$79.00		(Includes \$154. for 8/26 to 8/29 trip. \$154.00 reimbursed by Castro)	8/26-8/29: Reason for trip to Orange County not stated	Yes

	Folsom							(S/C) 08/29-09/02 259 mi. \$85.27		\$85.27	8/29-9/2: Parole hearings at Folsom	No

	Yorba Linda/Tehachapi	09/02/83 SAC-YL	FRI 1500			09/06/83 09/07/83 09/08/83	\$62.00 \$62.00 \$19.25	09/02/83 150-005 \$79.00		\$434.75 (\$49.50 reimbursed by Castro for the difference of the cost between the flight to Bakersfield Ontario and the cost of car rental versus mileage)	9/06-9/08: Parole hearings in Tehachapi	Yes
	Yorba Linda/Los Angeles	09/06/83 YL-TEH	TUES 0700	09/08/83 TEH-YL	THURS 1900			(P/C) 09/06-09/08 458 mi. \$114.50				No
				09/13/83 YL-SAC	TUES 0630			09/13/83 150-007 \$79.00		(\$158.00 for airfare reimbursed by Castro)		No

*Key to abbreviations appears on page A-15.

Travel Voucher Date	Location of Travel	Departure		Return		Per Diem Claimed		Car Use Dates/ Miles/Amount	Airfare Date/ Ticket #/ Amount	Parking and Other Business Expense	Identified Cost of Trip	Purpose of Trip or Expense*	Violation of State Law or Regulation
		Date/ Route*	Day/ Time	Date/ Route*	Day/ Time	Date	Amount						
10/17/83	Tracy	09/13/83 SAC-TR	TUES 1400	09/15/83 TR-SAC	THUR 0800	09/13/83 09/14/83	\$12.00 \$62.00	(S/C) 09/13-09/15 171 mi. \$34.63	09/16/83 150-008 \$79.00		\$108.63	9/13-9/14: Tracy parole considerations hearings	No
	Yorba Linda/ Los Angeles	09/16/83 SAC-YL-LA	FRI 1900	09/19/83 YL-SAC	MON 0600				09/16/83 150-008 \$79.00		\$237.00 (\$237.00 reimbursed by Castro)	09/16: Hispanic banquet	Yes
	Soledad	09/19/83 SAC-SOL	MON 2100	09/23/83 SOL-YL	FRI 1900	09/20/83 09/21/83 09/22/83 09/23/83	\$62.00 \$62.00 \$62.00 \$19.25		09/19/83 150-009 \$79.00		\$544.25 (\$79.00 reimbursed by Castro for 9/30 airfare)	09/20-09/23: Parole hearings at Soledad	No
	San Luis Obispo	09/26/83 YL-SLO	MON 0700	09/29/83 SLO-YL	THURS 2000	09/26/83 09/27/83	\$62.00 \$62.00		09/19/83 131-990 \$79.00			09/26-09/29: Parole hearing at San Luis Obispo	No
				09/30/83 SA-SAC	FRI	09/28/83 09/29/83	\$62.00 \$74.00		09/30/83 150-010 \$79.00			09/30: Personal trip	Yes
11/21/83	Los Angeles/ Yorba Linda	10/04/83 SAC-YL-LA	TUES 1700			10/05/83	\$51.00	(P/C) 10/04/83 19 mi. \$9.50	10/04/83 149-951 \$79.00		\$768.25	10/05: Attend criminal justice group. Meet with New Jersey parole chairman, Los Angeles	No
	Boulder, Colorado	10/09/83 YL-SA-BOU	SUN 1000	10/13/83 BOU-SA-YL	THUR 2100	10/05/83 121 mi. \$30.25		(P/C) 10/05/83 121 mi. \$30.25	10/09-10/13 732-881 \$510.00			10/09-10/13: National Academy of Corrections, Boulder, Colorado	No
				10/17/83 YL-SAC	MON 0600			(P/C) 10/17/83 19 mi. \$9.50	10/17/83 149-952 \$79.00			10/17: Return flight from Los Angeles trip	No

*Key to abbreviations appears on page A-15.

Travel Voucher Date	Location of Travel	Departure		Return		Per Diem Claimed		Car Use Dates/ Miles/Amount	Airfare Date/ Ticket #/ Amount	Parking and Other Business Expense	Identified Cost of Trip	Purpose of Trip or Expense*	Violation of State Law or Regulation
		Date/Route*	Day/Time	Date/Route*	Day/Time	Date	Amount						
11/21/83	Concord	10/19/83 SAC-CON	WED 1630	10/20/83 CON-SAC	THUR 1400	10/20/83	\$58.25	(S/C) 10/19-10/20 111 mi. \$26.43		\$84.68	10/19-10/20: Training meeting, California Corrections Executive Council, Concord	No	

	Sacramento							(S/C) 10/21-10/27 132 mi. \$47.16		\$47.16	10/21-10/27: State car used at headquarters	No	

11/21/83	Tehachapi	10/28/83 SAC-ONT-YL	FRI 1700	10/28/83		10/28/83	\$12.00	(S/C) 10/28/83 30 mi. \$9.90					
12/05/83	Tehachapi							(P/C) 10/28/83 32 mi. \$16.00	10/28/83 149-954 \$79.00		\$821.90	10/31-11/03: Parole hearings in Tehachapi	No
		10/31/83 YL-TCH				10/31/83	\$62.00	(P/C) 10/31/83 200 mi. \$50.00					
				11/03/83 TEH-YL	THURS 1930	11/01/83 11/02/83 11/03/83	\$62.00 \$62.00 \$23.25	(P/C) 11/02-11/03 220 mi. \$55.00					
	San Luis Obispo	11/07/83 YL-SLO	MON 0700	11/09/83 SLO-YL	WED 1830	11/07/83 11/08/83 11/09/83	\$62.00 \$62.00 \$23.25	(P/C) 11/07-11/09 503 mi. \$125.75				11/07-11/9: Parole hearings, San Luis Obispo	No
	Los Angeles	11/12/83 YL-LA	SAT 0800	11/12/83 LA-YL	SAT 1300	11/12/83		(P/C) 11/12/83 101 mi. \$25.25				11/12: Speech at Parents of Murdered Children Conference	No
				11/14/83 YL-SAC	MON 0600	11/14/83	\$4.00	(P/C) 11/14/83 19 mi. \$9.50	11/14/83 149-955 \$79.00				

12/05/83	San Luis Obispo	11/14/83 SAC-SLO	MON 1700	11/18/83 SLO-YL	FRI 1930	11/14/83 11/15/83 11/16/83	\$62.00 \$62.00 \$62.00	(P/C) 11/14-11/18 \$194.54	11/14/83 588080 \$83.00		\$646.54	11/14-11/18: Rescission hearings in San Luis Obispo	No
				11/21/83 YL-SAC	MON 0600	11/17/83 11/18/83 11/21/83	\$62.00 \$12.00 \$ 4.00	(P/C) 11/21/83 32 mi. \$16.00	11/21/83 149-957 \$89.00				

*Key to abbreviations appears on page A-15.

Travel Voucher Date	Location of Travel	Departure		Return		Per Diem Claimed		Car Use Dates/ Miles/Amount	Airfare Date/ Ticket #/ Amount	Parking and Other Business Expense	Identified Cost of Trip	Purpose of Trip or Expense*	Violation of State Law or Regulation
		Date/Route*	Day/Time	Date/Route*	Day/Time	Date	Amount						
12/05/83 01/01/84	Sacramento							(S/C) 11/21-11/23 21 mi. \$21.33			\$21.33	11/21-11/23: State car used at headquarters	No
12/05/83 01/01/84	Los Angeles	11/23/83 SAC-LA-YL	WED 1100				(P/C) 11/23/83 78 mi. \$19.50	11/23/83 149-956 \$89.00			\$601.25	11/23: Meeting with representative of the Attorney General	No
	San Luis Obispo	11/28/83 YL-SLO	MON 0700	12/02/83 SLO-YL	FRI 1900	11/28/83 11/29/83 11/30/83	(P/C) 11/28-12/02 530 mi. \$132.50	\$62.00 \$62.00 \$62.00				11/28-12/02: Parole hearings, San Luis Obispo	No
				12/05/83 YL-SAC	MON 0600	12/01/83 12/02/83	\$62.00 \$62.00 \$23.25	12/05/83 149-953 \$89.00				(reimbursed by Castro for plane fare)	
01/01/84							(P/C) 12/06/83 32 mi. \$16.00						
	Yorba Linda/ Los Angeles	12/06/83 SAC-YL	TUES 1700	12/07/83 YL-LA-SAC	WED 1830	12/06/83 12/07/83	(P/C) 12/07/83 80 mi. \$20.00	\$39.00 \$12.00	12/06/83 149-958 \$89.00	\$7.00	\$280.34 (Includes \$7.00 for parking)	12/7: Criminal Justice Group meeting in L.A. Meeting with Press Club	No
							(S/C) 12/07/83 18 mi. \$8.34	12/07/83 149-959 \$89.00				12/7: Parked state car overnight at airport	Yes
	Sacramento						(S/C) 12/08-12/09 81 mi. \$22.53				\$22.53	12/8-12/9: State car used at headquarters	No
	Yorba Linda/ Tehachapi	12/12/83 SAC-YL	MON 1730				(P/C) 12/12/83 32 mi. \$16.00	12/12/83 149-991 \$69.00			\$463.20	12/13-12/15: Parole hearings at Tehachapi	No
		12/13/83 YL-TEH	TUES 0800	12/15/83 TEH-YL	THUR 1600	12/13/83 12/14/83 12/15/83	\$62.00 \$62.00 \$7.25	12/13-12/15 419 mi. \$102.95					

(Trip continued on next page.)

*Key to abbreviations appears on page A-15.

Travel Voucher Date	Location of Travel	Departure		Return		Per Diem Claimed		Car Use Dates/ Miles/Amount	Airfare Date/ Ticket #/ Amount	Parking and Other Business Expense	Identified Cost of Trip	Purpose of Trip or Expense*	Violation of State Law or Regulation
		Date/ Route*	Day/ Time	Date/ Route*	Day/ Time	Date	Amount						
01/01/84	Los Angeles	12/16/83 YL-LA	FRI 0800	12/16/83 LA-YL	FRI 1700	12/16/83	\$39.00	(P/C) 12/16/83 80 mi. \$20.00				12/16: Parole revocation hearings in Los Angeles	No

	San Quentin	12/20/83 SAC-SQ	TUES 0900	12/23/83 SQ-SAC	FRI (Not stated)	12/20/83 12/21/83 12/22/83 12/23/83	\$62.00 \$62.00 \$62.00 \$7.25	(S/C) 12/20-12/23 143 mi. \$42.59		\$235.84	12/20-12/23: Parole hearings at San Quentin	No	

01/31/84	San Francisco/ San Quentin/ Oakland	01/03/84 SAC-SF	TUES 1000	01/06/84 SF-SAC	FRI 1700	01/03/84 01/04/84 01/05/84 01/06/84	\$62.00 \$62.00 \$62.00 \$7.25	(S/C) 01/03-01/06 234 mi. \$54.32		\$3.00	01/03-01/06: Parole hearings at San Quentin 01/05: Conference in Oakland	No	

	Sacramento							(S/C) 01/10-01/11 40 mi. \$17.20		\$17.20	1/10-1/11: State car used at headquarters	No	

	San Luis Obispo	01/11/84 SAC-SLO	WED 1700	01/13/84 SLO-YL	FRI 1630	01/12/84 01/13/84	\$62.00 \$58.25	(R/C) 01/11-01/13 122 mi. \$88.19	01/11/84 646-881 \$83.00		\$380.44	01/11-01/13: Parole hearings at San Luis Obispo	No

	Yorba Linda/ Santa Ana/ Ventura	01/18/84 SAC-YL	WED 1700	01/23/84 YL-SAC	MON 0600	01/19/84 01/20/84	\$39.00 \$39.00	(S/C) 01/18/84 48 mi. \$12.24	01/17/84 149-996 \$89.00		\$341.74	01/19: Orange County probation training meeting 01/20: Ventura Deputy District Attorney training	No

								(P/C) 01/18/84 32 mi. \$16.00	01/23/84 149-997 \$89.00				No
								(P/C) 01/19-01/20 230 mi. \$57.50					No

*Key to abbreviations appears on page A-15.

Travel Voucher Date	Location of Travel	Departure		Return		Per Diem Claimed		Airfare Date/ Ticket #/ Amount	Parking and Other Business Expense	Identified Cost of Trip	Purpose of Trip or Expense*	Violation of State Law or Regulation
		Date/ Route*	Day/ Time	Date/ Route*	Day/ Time	Date	Amount					
	Sacramento									\$21.77	1/23-1/24, 1/30: State car used at headquarters	No
							(S/C) 01/23-01/24 22 mi. \$14.86					
							(S/C) 01/30/84 7 mi. \$6.91					
03/03/84	Los Angeles	01/31/84 SAC-YL	TUES 1600	02/02/84 YL-SAC	THUR 0830	02/01/84 02/02/84	\$39.00 \$39.00	01/31/84 149-993 \$89.00	\$2.75	\$318.96 (Includes \$39 for per diem on 2/2)	2/01: Criminal Justice Group meeting in Los Angeles-A.M. Parole hearing in Los Angeles-P.M.	No
							(P/C) 02/02/84 32 mi. \$16.00	02/02/84 149-995 \$89.00				
							(P/C) 02/01/84 80 mi. \$20.00				2/02: Per diem charged incorrectly because State business ended on 02/01	Yes
							(P/C) 02/02/84 32 mi. \$16.00					
	Yorba Linda Norco/ San Bernardino	02/06/84 SAC-YL	MON 1700	02/14/84 YL-SAC	TUES 0720	02/07/84 02/08/84	\$39.00 \$39.00	02/06/84 149-994 \$89.00		\$324.00	2/07: Training meeting at Norco 2/08: Parole hearings in San Bernardino	No
							(P/C) 02/07-02/08 144 mi. \$36.00					
							(P/C) 02/14/84 149-960 \$89.00	02/14/84				
							32 mi. \$16.00					
	Sacramento						(S/C) 02/15/84 117 mi. \$21.62			\$21.62	2/15: State car used at headquarters	No

*Key to abbreviations appears on page A-15.

Travel Voucher Date	Location of Travel	Departure		Return		Per Diem Claimed		Car Use Dates/ Miles/Amount	Airfare Date/ Ticket #/ Amount	Parking and Other Business Expense	Identified Cost of Trip	Purpose of Trip or Expense*	Violation of State Law or Regulation
		Date/ Route*	Day/ Time	Date/ Route*	Day/ Time	Date	Amount						
03/03/84	Chino/ La Verne	02/16/84 SAC-YL	THUR 1530	02/21/84 YL-SAC	TUES 0600	02/17/84	\$39.00	(P/C) 02/16/84 32 mi. \$16.00	02/21/84 149-999 \$89.00		\$157.75	2/17: Executive meeting of Board in Chino	No

	Vacaville	02/21/84 SAC-VAC	TUES 1700	02/24/84 VAC-SAC	FRI 1730	02/22/84 02/23/84 02/24/84	\$62.00 \$62.00 \$62.00	(P/C) 02/21/84 32 mi. \$16.00			\$244.28	2/22-2/24: Parole hearings in Vacaville	No

03/03/84 04/23/84	Yorba Linda/ Los Angeles/ San Diego	02/27/84 SAC-YL	MON 1700	03/05/84 YL-SAC	MON 0600	02/28/84 02/29/84 03/01/84 03/02/84	\$39.00 \$39.00 \$39.00 \$62.00	(P/C) 02/27/84 177 mi. \$29.42 (P/C) 02/28-03/02 404 mi. \$101.00		\$55.00	\$485.42	2/28: Radio interview on Board of Prison terms procedures 2/29: Parole hearing in Los Angeles 3/01-3/02: Judges conference in San Diego	No No No

	Sacramento					03/05/84 03/05/84	\$89.00	(P/C) 03/05/84 32 mi. \$16.00	03/05/84 162-772 \$89.00		\$26.04	3/05-3/06: State car used at headquarters	No

	Yorba Linda/ Los Angeles	03/06/84 SAC-YL	TUES 2000			03/07/84	\$39.00	(P/C) 03/06/84 32 mi. \$16.00	03/06/84 162-773 \$89.00		\$671.50	3/07: Criminal Justice meeting in Los Angeles	No

						03/07/84	\$84.00	(P/C) 03/07/84 80 mi. \$20.00	03/07/84 162-801 \$84.00				

(Trip continued on next page.)

*Key to abbreviations appears on page A-15.

Travel Voucher Date	Location of Travel	Departure		Return		Per Diem Claimed		Airfare Date/Ticket #/Amount	Parking and Other Business Expense	Identified Cost of Trip	Purpose of Trip or Expense*	Violation of State Law or Regulation
		Date/Route*	Day/Time	Date/Route*	Day/Time	Date	Amount					
04/23/84	Oakland	03/07/84 YL-OAK	WED 1500	03/08/84 OAK-YL	THUR 1900	03/07/84 03/08/84	\$12.00 \$62.00	03/08/84 162-802 \$84.00			3/07-3/08: Speak at Homicide Detective Association 2-day conference in Oakland	No
	Hollywood	03/13/84 YL-SAC	TUES 0600	03/13/84 YL-SAC	TUES 0600	03/12/84	\$19.50	03/13/84 315-002 \$178.00			3/12: Participated in TV interview	No
	Sacramento					(S/C) 03/13/84 30 mi. \$9.90				\$9.90	3/13: State car used at headquarters	No
	Tehachapi	03/13/84 SAC-YL	TUES 2000	03/19/84 YL-SAC	MON 0600	03/13/84 03/14/84 03/15/84 03/16/84	\$19.50 \$62.00 \$62.00 \$11.25	03/19/84 316-527 \$89.00		\$290.25	3/14-3/16: Parole hearings in Tehachapi	No
	Sacramento					(S/C) 03/19-03/22 102 mi. \$37.26				\$37.26	3/19-3/22: State car used at headquarters	No
	Yorba Linda	03/23/84 SAC-YL	FRI 1835	03/26/84 YL-SAC	MON 0600	03/23/84 316-527 \$89.00		03/23/84 316-527 \$89.00		\$178.00 (\$178.00 for airfare reimbursed by Castro)	3/26: No explanation for weekend trip to Yorba Linda	Yes
	Salinas	03/26/84 SAC-SJ-SAL	MON 1700	03/29/84 SAL-SAC	THUR 1700	03/27/84 03/28/84 03/29/84	\$62.00 \$62.00 \$62.00	03/26/84 305-295 \$59.00		\$245.00	3/26-3/29: Parole hearings in Soledad	No

*Key to abbreviations appears on page A-15.

Travel Voucher Date	Location of Travel	Departure		Return		Per Diem Claimed		Airfare Date/ Ticket #/ Amount	Parking and Other Business Expense	Identified Cost of Trip	Purpose of Trip or Expense*	Violation of State Law or Regulation
		Date/ Route*	Day/ Time	Date/ Route*	Day/ Time	Date	Amount					
04/30/84	Los Angeles/ Yorba Linda	04/03/84 SAC-ONT-YL	TUES 1700	04/04/84 YL-LA-SAC	WED 1630	04/04/84	\$39.00	04/03/84 162-822 \$89.00	\$3.50	\$270.36 (Includes parking and \$6.20 state car usage on 4/4)	4/04: Criminal Justice Group meeting 4/04: Parked state car overnight at airport	No Yes

	San Francisco	04/05/84 SAC-SF	THUR 1400	04/05/84 SF-SAC	THUR 2100	04/05/84	\$12.00	(S/C) 04/03-04/04 64 mi. \$32.00 (S/C) 04/03-04/04 42 mi. \$17.86	\$1.50	\$44.14	4/05: Training meeting with San Francisco District Attorney staff	No

	Sacramento							(S/C) 04/06/84 54 mi. \$13.22		\$13.22	4/06: State car used at headquarters	No

	Salinas	04/11/84 SAC-SJ-SAL	WED 1700	04/13/84 SAL-SJ-ONT	FRI 1900	04/12/84 04/13/84	\$62.00 \$62.00	04/11/84 \$59.00 (S/C) 04/10-04/11 115 mi. \$27.35 (R/C) 04/13 \$30.00	\$240.35	\$240.35	4/12-4/13: Parole hearing at Soledad	No
	Yorba Linda			04/23/84 ONT-SAC	MON 0630			04/23/84 162-824 \$89.00		\$89.00 ((\$89.00 for airfare reimbursed by Castro)	4/23: No explanation for weekend trip to Yorba Linda	Yes

	Sacramento							(S/C) 04/24/84 16 mi. \$8.28		\$8.28	4/24: State car used at headquarters	No

										<u>\$17,780.10</u>		
Total costs for period from 4/1/83 through 4/25/84												

*Key to abbreviations appears on page A-15.

KEY TO ABBREVIATIONS USED IN ATTACHMENT A

CAR USE

P/C - Personal car used

R/C - Rental car used

S/C - State car used

OTHER

BOU - Boulder, Colorado

CHGO - Chicago, Illinois

CON - Concord

LA - Los Angeles

OAK - Oakland

OC - Orange County

ONT - Ontario

SA - Santa Ana

SAC - Sacramento

SAL - Salinas

SC - Santa Cruz

SD - San Diego

SF - San Francisco

SJ - San Jose

SLO - San Luis Obispo

SOL - Soledad

SQ - San Quentin

TEH - Tehachapi

TR - Tracy

VAC - Vacaville

YL - Yorba Linda

RUDOLPH A. CASTRO
SCHEDULE OF TRAVEL EXPENSES DISALLOWED
BY THE BOARD OF PRISON TERMS AND
THE YOUTH AND ADULT CORRECTIONAL AGENCY
APRIL 1, 1983 THROUGH APRIL 25, 1984

<u>Date of Trip</u>	<u>Purpose of Trip</u>	<u>Amount</u>	<u>Purpose of Expense</u>
1. 04/08/83 to 04/12/83	Weekend travel to attend a dinner meeting of the Mexican-American Correctional Association.	\$ 85.25* 12.00 4.75 <u>158.00</u> <u>\$260.00</u>	Per diem Parking Car mileage Airfare
	Subtotal		
2. 04/15/83 to 04/18/83	Claimant could not determine purpose for weekend trip to Yorba Linda.	\$ 85.25* 23.00 4.75 10.50 4.75 <u>158.00</u> <u>\$286.25</u>	Per diem Parking Car mileage Parking Car mileage Airfare
	Subtotal		
3. 04/29/83 to 05/02/83	Claimant could not determine purpose for weekend trip to Yorba Linda.	\$ 85.25* 12.00 4.75 4.00 8.00 4.75 <u>158.00*</u> <u>\$276.75</u>	Per diem Parking Car mileage Per diem Parking Car mileage Airfare
	Subtotal		
4. 05/20/83 to 05/23/83	Claimant could not determine purpose for weekend trip to Yorba Linda.	\$ 4.75 <u>158.00*</u> <u>\$162.75</u>	Car mileage Airfare
	Subtotal		
5. 06/24/83 to 06/27/83	Weekend travel to attend a banquet honoring Governor appointees.	\$ 52.50 39.00 <u>158.00</u> <u>\$249.50</u>	Car mileage Per diem Airfare
	Subtotal		

*The agency erroneously disallowed all or a portion of these expenses.

<u>Date of Trip</u>	<u>Purpose of Trip</u>	<u>Amount</u>	<u>Purpose of Expense</u>
6. 06/30/83 to 07/05/83	Weekend travel to attend a banquet held by the Mexican-American Correctional Association.	\$ 20.75 18.00 <u>158.00</u> <u>\$196.75</u>	Car mileage Per diem Airfare
	Subtotal		
7. 07/08/83	Travel included weekend in Yorba Linda and travel to San Luis Obispo and Chino for parole hearings.	\$24.00 4.75* 52.00* <u>\$80.75</u>	Parking Car mileage Constructive travel
	Subtotal		
8. 08/15/83	Return flight from Los Angeles area to Sacramento after trip to Los Angeles, Yorba Linda, and Chicago.	<u>\$69.00*</u>	Airfare
9. 08/26/83 to 08/29/83	Claimant did not state purpose for weekend trip to Los Angeles area.	<u>\$154.00</u>	Airfare
10. 09/02/83 to 09/08/83 09/10/83	Parole hearings at Tehachapi. Claimant flew to Los Angeles area and drove to Tehachapi instead of flying more direct route to Bakersfield. Subtotal	\$ 49.50 <u>158.00*</u> <u>\$207.50</u>	Constructive travel Airfare
11. 09/16/83 to 09/19/83	Weekend travel to attend Hispanic banquet.	<u>\$237.00*</u>	Airfare
12. 09/30/83	Personal trip.	<u>\$79.00</u>	Airfare
13. 12/05/83	Travel to Sacramento from Los Angeles area after trip to Los Angeles and San Luis Obispo.	<u>\$89.00*</u>	Airfare
14. 03/23/84 and 03/26/84	Claimant did not provide explanation for weekend trip to Los Angeles area.	<u>\$178.00</u>	Airfare
15. 04/23/84	Claimant did not provide explanation for flight from the Los Angeles area to Sacramento.	<u>\$89.00</u>	Airfare
	Total	<u>\$2,615.25</u>	

*The agency erroneously disallowed all or a portion of these expenses.

GENERAL ALLOWANCES FOR TRAVEL EXPENSES

1. Per Diem

a. Short-term Commercial Rates

(For travel for more than one 24-hour period and less than 31 consecutive days. Rates in effect 6/1/80 - 6/30/84.)

\$62.00 per diem for travel of more than 24 hours.

(For travel of less than 24 hours: \$ 4.00 breakfast, \$7.25 lunch, \$12.00 dinner.)

b. Long-term Travel Noncommercial Rates

(For travel of more than 31 consecutive days and for employees, such as Mr. Castro, who maintain a second residence away from headquarters.)

\$39.00 for 12 to 24 hours
\$20.00 for less than 12 hours

c. Out-of-State Subsistence Allowance

Actual lodging supported by voucher plus statewide rates for meals and incidentals.

2. Car Usage, Personal Car

Up to \$.25 per mile
Up to \$.50 per mile when traveling to airport. (Assumes passenger is driven to and from airport by another person.)

3. Airfare

- a. Amount stated on airline coupons or on copies of travel tickets
- b. Amount stated in airline ticket billings
- c. Amount estimated if no direct information available

4. Other Business Expense: Registration fees for conferences

STATE OF CALIFORNIA
Youth and Adult Correctional Agency

1027 TENTH STREET, SUITE 300
SACRAMENTO, CA 95814

OFFICE OF THE SECRETARY
(916) 323-6001

November 19, 1984

Thomas W. Hayes, Auditor General
Office of the Auditor General
660 J Street, Suite 300
Sacramento, California 95814

Dear Mr. Hayes:

RE: Audit Report on Rudolph A. Castro (P-468)

Reference your letter to me dated November 13, 1984, transmitting the draft subject report.

The audit conducted by your staff is complete, accurate, and fairly resolves the issues raised in respect to the legality of travel claims filed by Mr. Castro for the period reviewed.

I have no questions as to the accuracy of your conclusions, including that Mr. Castro has over-reimbursed the state \$207.30. I believe the error in the Agency audit, which you identified, occurred as a result of the complexity in Mr. Castro's travel pattern and the difficulty in determining its relationship to official business.

I will concur in a refund to Mr. Castro in the amount of \$207.30.

Sincerely,


N. A. CHADERJIAN
Secretary

cc: Albert M. Leddy, Chairman
Board of Prison Terms



BOARD OF PRISON TERMS

545 DOWNTOWN PLAZA
SUITE 200
SACRAMENTO, CA 95814

November 20, 1984

916/322-6366

Mr. Thomas W. Hayes
Auditor General
660 J Street, Suite 300
Sacramento, CA 95814

Dear Mr. Hayes:

After reviewing the report, "Analysis of Former Chairman of the Board of Prison Terms Travel," let me say I assume full responsibility for any and all errors found on my expense claim forms. It would perhaps serve a purpose if an explanation is made of how the errors came to be made.

First, there was no preparation or briefing on what was considered outside the scope of state business. Often times, there would be invitations to attend functions as Chairman in southern California, and I thought it was a matter of judgment as to whether the Board of Prison Terms would benefit from the travel. It turned out to be by trial and error. There was also the matter of getting mixed signals regarding residence. On May 19, 1983, I received a memo from the Executive Officer, Joan Cavanagh, regarding non-commercial allowance secondary residence. It read: "As specified in Board of Control Rule 701 (a)(2), full per diem will be awarded for all locations beyond the 25 mile radius of Sacramento with the exception of those institutions in the Chino region (CIM, CIW, and CRC) for which you will be utilizing your secondary residence in Yorba Linda. For those locations in the Chino basin, the non-commercial rate as specified in Board of Control Rule 706(c)(4) (\$39.00 based upon the current per diem rate of \$62.00 per day) will be allowed excluding Saturday, Sundays and Holidays."

Secondly, both Glen Babby, Chief Administrative Services, and his assistant, Cheryl Pliler, reviewed my claims and would give me advice on what was permissible. My monthly claims were periodically modified resulting in reimbursement to the Accounting Office because of discovered errors.

November 20, 1984

Thirdly, in September 1983, when the Accounting Office found further errors on a trip to Chicago, to attend the American Correctional Associational (ACA) conference, I discussed the matter with Agency as well as Glen Babby. A plan was agreed upon to not only audit all of my claims but to review all claims prior to their submission. When Robin Dezember, Undersecretary of the Youth and Adult Correctional Agency, requested a review of all of my claims in April 1984, and found additional errors totalling \$1,800, it came as a big surprise. Nevertheless, since I was the person submitting the claims, I made out a check for the full amount without appeal.

Conclusions: Apparently the procedure under State policy of what is acceptable state business travel, and what is not, can be subject to misinterpretation since the Office of the Auditor General revealed the following:

1. As Chairman during April 1983 to April 1984 made errors in inappropriate expenses totalling \$1,962.73.
2. The Board staff and Agency inappropriately reduced Mr. Castro's travel claims of \$652.50 for expenses relating to 8 trips.
3. The current audit found additional inappropriate expenses totalling \$445.20 that was overlooked by the agency audit.

Sincerely,

A handwritten signature in cursive script that reads "R. Castro". There is a small mark or flourish below the name.

RUDOLPH CASTRO
Member

cc: Members of the Legislature
Office of the Governor
Office of the Lieutenant Governor
State Controller
Legislative Analyst
Assembly Office of Research
Senate Office of Research
Assembly Majority/Minority Consultants
Senate Majority/Minority Consultants
Capitol Press Corps